



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNING BOARD REGULAR MEETING

MINUTES

Tuesday, July 28, 2020

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Board Chairman Wilson called the meeting to order on Tuesday, July 28, 2020, at 11:01 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford, and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Finance Manager Diane Goke, Division Chief Kane Nixon, Deputy Chief Rob Helie, Division Chief Brad Puckett, Firefighter Logan Jewell, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Member Tony Sambol; South County Fire & Medical District Board Member Bill Becker; Jim Young, Sun City West Resident

Media Present: None

2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

3. CEREMONIAL PRESENTATIONS

New Employee Swearing-In Ceremony

Board Clerk Miller administered the Oath of Office and swore in the following Staff members of the Arizona Fire & Medical Authority.

1. New Hire – Dawn Morrison, Emergency Medical Technician

2. New Hire – Patrick Scott, Emergency Medical Technician
3. New Hire – Andrew Tucker, Emergency Medical Technician
4. New Hire – Matthew White, Emergency Medical Technician
5. New Hire – Christopher DeChant, Assistant Fire Chief

New Hire Patrick Scott was unavailable to attend the Board Meeting and will have his swearing-in formally completed on August 25, 2020.

4. FINANCIAL SUMMARIES AND AUDIT REPORTS

- A. Arizona Fire & Medical Authority Financial Reports for June 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for June 2020 and answered any questions from Board Members.

Board Clerk Miller stated that the AFMA Budget and Finance Committee reviewed the financial reports at their meeting on July 21, 2020 and recommended approval. Board Clerk Miller thanked the Finance Section Staff for their work throughout the year.

5. CONSENT AGENDA

- A. Approve Monthly Financial Report for June 2020.
- B. Approve Regular Board Meeting Minutes – June 23, 2020.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Clerk Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

6. CURRENT EVENTS SUMMARIES AND REPORTS

- A. Emergency Services Division (including Operations/Development, Support Services, and Emergency Medical Services/Training) – Current Event Summaries for June 2020

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency Services Division Event Summary for June 2020 and answered any questions from Board Members. Deputy Chief Helie stated that brushfire activities have increased 28% from last year, especially given the new growth in the Agua Fria and Tonopah areas. Deputy Chief Helie explained that due to the COVID-19 Pandemic ambulance transports are down by 4%, and training hours are down from this time last year as well.

In response to an inquiry, Deputy Chief Helie noted that the current pandemic has forced training staff to be creative in their training methods, and that driver trainings will increase during the upcoming academy classes.

In response to an inquiry, Deputy Chief Helie stated that Senior Staff closely monitors ambulance off-load times, and if times creep up over 30 minutes, the hospital is contacted to investigate. Current off-load times are hovering around 30 minutes.

B. Community Risk Management Division – Current Event Summary for June 2020

Eric Kriwer, Division Chief/Fire Marshal – Community Risk Management Division presented the Community Risk Management Division Event Summary for June 2020 and answered any questions from Board Members. Division Chief Kriwer provided public information inquiry statistics and updates on recent developments across the Authority. In addition, Division Chief Kriwer noted that the crew of Station 101, attended a birthday celebration for Mr. Leo Jensen, a Sun City West resident who turned 100 this year. Mr. Jensen is a retired Deputy Chief from the Everett Fire Department in Washington state.

C. Business Services Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for June 2020

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for June 2020 and answered any questions from Board Members. Assistant Chief Dalton noted that grant award notifications are still pending for requests for personal protective equipment (PPE) and COVID-19 related expenses and noted that Senator Kyrsten Sinema (D-AZ) has been instrumental in helping fire districts advocate and obtain funding for federal COVID-19 relief.

Assistant Chief Dalton noted that the accreditation process has been delayed due to the COVID-19 pandemic. A site visit is tentatively scheduled for September 2020 but may be delayed.

In response to an inquiry, Lee Miller, Legal & Intergovernmental Affairs Director stated that both the Federal Emergency Management Agency (FEMA) and the Department of Emergency and Military Affairs (DEMA) have programs for COVID-19 reimbursement requests, however, the Maricopa County Board of Supervisors manages the specific CARES Act funds passed by the Legislature. Therefore, they are the deciders as to whether or not that funding is allowed to be used for reimbursements to fire districts.

D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Logan Jewell, Local 3573 Representative, stated that due to the resignation of Spencer Snyder as Trustee, the membership elected David Ahling to serve as Trustee.

Mr. Jewell stated that the AFMA Firefighter Charities has completed the merger of all previous charity operations into one organization, the AFMA Firefighter Charities. The AFMA Firefighter Charities includes a Governing Board of 15 members to best disperse the workload and incorporate as many members as possible. Mr. Jewell noted that the AFMA Firefighter Charities is currently providing hotel rooms for quarantining purposes for members who have been exposed to COVID-19 but may have children or elders in their personal homes.

- E. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Miller reviewed correspondence received during the month of July 2020.

7. REGULAR BUSINESS

- A. Discussion relating to the COVID-19 Pandemic.

Kane Nixon, Division Chief – Planning/Technical Services/Emergency Management, presented the Governing Board with an update on the COVID-19 Pandemic, including national statistics, Arizona statistics, heat map of cases by zip code, testing numbers versus positive results, testing by State of Arizona, and case numbers versus hospital capacity. Division Chief Nixon continued by providing the Governing Board an update on AFMA specific statistics, including call volume and positive cases by zip code.

Diane Goke, Finance Manager presented the AFMA COVID-19 expenditures including sick time for personnel, overtime costs associated with required 24-hour coverage of sick personnel, administrative personnel covering COVID-19 activities, and lost property tax and ambulance revenue. Ms. Goke noted that AFMA has requested reimbursement of these expenses from FEMA, DEMA, and the County Board of Supervisors as appropriate.

Discussion ensued among the Governing Board Members relating to a letter of support to the County Board of Supervisors urging the approval of the joint fire district reimbursement request.

Jim Young, Sun City West Resident, stated that he is currently serving on the Sun City West Recreation Center Governing Board and would be willing to take a request to their full Board asking for a letter of support to the County Board of Supervisors.

- B. Discussion relating to the lease refinancing process.

Ms. Goke provided the Governing Board with an update on the lease refinancing process noting that since the Governing Board's formal approval in late June, Staff has been working with financial advisors, Stifel, Nicolaus and Co., and lease counsel, Greenberg, Traurig, LLP to prepare and review the lease documents. These documents were signed on July 21, 2020 and the lease refinance was funded on July 24, 2020. The additional

capital asset funds have been placed in a local government pool interest bearing account until the appropriate capital projects are identified and formally approved by the Governing Board.

C. Discussion relating to recent wildland fire responses and deployments.

Rob Helie, Deputy Chief – Operations/Deployment, provided the Governing Board with an update on recent wildland fire responses and deployments noting that to date, there have been three large wildland deployments which illustrates and uptick in brush/urban interface wildfires. Deputy Chief Helie displayed a video illustrating a brush/urban interface fire explaining the accessibility challenges and how quickly a fire of this type can spread. Urban interfaces are areas of transition where undeveloped open land meets with human developed land.

Deputy Chief Helie noted that this year the Authority along with other regional partners created a Wildland Response Specialist (Car 1019). The strategic goal of Car 1019 is to improve Authority employee experience levels, safety, and communication with outside agencies. Car 1019 responds to brush and urban interface fires in automatic and mutual aid jurisdictions. The purpose of this wildland specialist is to provide technical support to Incident Commanders on firefighter safety, specifically around fire behavior, brush and urban interface tactics and communications with State and Federal resources.

D. Discussion relating to Governing Board 2020 general election

Dusty Christopherson, Authority Clerk provided an update on the Governing Board 2020 General election and noted that the deadline for filing candidate petitions, and have a name appear on the ballot was July 6, 2020, and the deadline to declare as a write-in candidate is August 19, 2020. If not more than one interested individual declares their candidacy as a write-in candidate, the Maricopa County Board of Supervisors will cancel the election process for both the North County Fire & Medical District and the South County Fire & Medical District. The individuals who formally declared their candidacy will be declared Board Members of their respective districts by the County Board of Supervisors. The newly declared Board Members will need to complete the Certificate of Appointment and Oath of Office prior to taking their seats in December 2020.

E. Discussion and Possible Action relating to approval of an Intergovernmental Agreement with the City of Tolleson relating to shared staffing.

Assistant Chief Dalton presented the Intergovernmental Agreement with the City of Tolleson and explained that the agreement will allow each agency to assign emergency services personnel to the other agency when the need arises. This Agreement will serve as a valuable back-up should the Authority have difficulty filling vacancies due to unexpected illnesses or emergencies. Assistant Chief Dalton noted that each agency pays their own staffing expenses, and there is no additional costs associated with the approval of this agreement.

In response to an inquiry, Assistant Chief Dalton explained that this agreement includes staffing levels of firefighter, captains, and engineers, and that a survey of personnel indicated that 96% were willing to work with another agency to assist in providing coverage should the need arise.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board approve Shared Staffing Intergovernmental Agreement with the City of Tolleson and, authorize the Fire Chief to execute the Agreement, following final legal review. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

F. Discussion and Possible Action relating to replacement of air conditioning units at Fire Station 104.

Brad Puckett, Division Chief – Support Services, stated that Staff is requesting to replace two air conditioning units at Fire Station 104 in a total project amount to exceed \$14,500. The original units were manufactured in 2001 and utilize R-22 refrigerant which has been discontinued because of its adverse impacts on the environment. The industry has moved away from these older style units and finding replacement parts is both difficult and expensive. In recent months, the original units have developed slow freon leaks and have been serviced twice at the end of Fiscal Year 2019/20, at a cost of approximately \$2,000. It is anticipated that the leaks will worsen over time and the units will continue to require additional service.

To mitigate this issue, Staff has solicited bids from three local vendors to replace these air conditioning units and is recommending the purchase be made from Kerr's Comfort Zone whose bid includes ultra-violet (UV) scrubber technology which utilizes UV light to kill germs that pass through the air conditioning system. Including this technology in the new air conditioning units can improve air quality in the fire station. In addition to the customary air filtration system, the UV filter eliminates microscopic elements, such as viruses, bacteria and mold spores that can be harmful if inhaled.

In response to an inquiry, Division Chief Puckett explained that there is an Environmental Protection Agency mandate to remove all refrigerant from the older units and that the refrigerant is not reused, therefore there is no rebate offered on the refrigerant.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the purchase of two air conditioning units for Station 104 from Kerr's Comfort Zone in a total project amount not to exceed \$14,500. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

8. **SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There were no suggested items.

9. **ADJOURNMENT**

The meeting adjourned at 1:28 p.m.

Dawn Miller

Dawn Miller (Aug 31, 2020 20:26 PDT)

Dawn Miller, Board Clerk

July 28 2020 Minutes

Final Audit Report

2020-09-01

Created:	2020-08-27
By:	Dusty Christopherson (dchristopherson@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGC9-FPOGTqYCH-XgLXt19RXYjgJ0x98c

"July 28 2020 Minutes" History

-  Document created by Dusty Christopherson (dchristopherson@afma.az.gov)
2020-08-27 - 8:55:11 PM GMT- IP address: 66.210.247.226
-  Document emailed to Dawn Miller (dmiller@afma.az.gov) for signature
2020-08-27 - 8:55:43 PM GMT
-  Email viewed by Dawn Miller (dmiller@afma.az.gov)
2020-09-01 - 3:25:09 AM GMT- IP address: 174.238.13.205
-  Document e-signed by Dawn Miller (dmiller@afma.az.gov)
Signature Date: 2020-09-01 - 3:26:19 AM GMT - Time Source: server- IP address: 174.238.13.205
-  Signed document emailed to Dawn Miller (dmiller@afma.az.gov) and Dusty Christopherson (dchristopherson@afma.az.gov)
2020-09-01 - 3:26:19 AM GMT